



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/03-019SDS

OPENING DATE : 04/11/03

CLOSING DATE : 05/16/03

POSITION : Equal Employment Specialist

SERIES AND GRADE : GS-0260-12/13 (FPL:13)

NUMBER OF VACANCIES : One

SALARY RANGE : \$58,070 to \$89,774 per annum

ORGANIZATION : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of the Director

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL  
BE ACCEPTED FROM : Present and former Federal employees with  
competitive status within the Washington DC  
commuting area.

**This announcement has been amended to extend the closing date from 05/02/03 to 05/16/03.**

**SUMMARY OF DUTIES:** The Equal Employment Specialist serves as the principal specialist for development and implementation of the discrimination complaints program, sexual harassment management inquiries and the reasonable accommodation program for FinCEN. Develops and conducts training for FinCEN employees on EEO related subjects and serves as a key advisor to the Equal Employment Opportunity Manager. Provides guidance to management officials concerning EEO complaint processing and the actions required of them to assure that the rights of complainants are fully observed. Trains and advises EEO counselors on effective counseling techniques. Evaluates counselor reports, identifies the need for further information or documentation, and conducts inquiries to supplement or clarify issues in discrimination complaints. Reviews and makes recommendations to EOD Manager regarding resolutions or settlements of discrimination cases. Plays a key role in developing and promoting alternative dispute resolution mechanisms. Coordinates with the Department of the Treasury Complaint Center on the formal stage of complaints. Prepares notices and guidance materials to keep employees at all levels aware of their responsibilities and FinCEN's procedures.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

**GS-12 and 13**

1. Knowledge of laws, regulations, executive orders, court decisions and issues related to the Federal equal opportunity program. (Applicants must describe the breadth and depth of their experience and knowledge concerning Federal equal opportunity programs.)

2. Thorough and detailed knowledge of and skill in employing the methods and techniques related to the research, analysis, and resolution of Federal discrimination complaints. (Applicants must describe their experience and responsibility in handling Federal discrimination complaints.)

3. Experience in communicating orally with a variety of employees and officials concerning sensitive equal employment matters in the administration of program operations. (Applicants must describe their experience, both formal and informal, in communicating orally about the administration of EEO program activities.)

**GS-12**

4. Experience in developing written communications concerning EEO matters that included such materials as procedures, guidelines, and notifications and correspondence, and case analyses. (Applicants must describe their experience in written communications.)

**GS-13**

4. Experience in developing written communications concerning EEO matters that included such materials as policies, procedures, and/or guidelines; correspondence and notifications; and well-documented case analyses. (Applicants must describe their experience in written communications.)

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

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Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be paid.**

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees **should address the evaluation criteria** on plain bond paper, and submit a copy of their most recent performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants **should address the evaluation criteria** on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/03-019SDS  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional information, please call: Wanda Haynes (703) 905-3503. TDD (703) 905-3839.**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**BENEFITS**

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax

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retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**